STATE of ARIZONA

Government **I**nformation **T**echnology **A**gency	**Statewide** **STANDARD** P800-S865 Rev 1.0	TITLE: <u>IT Disaster Recovery Planning (DRP)</u> Effective Date: September 29, 2005

1. AUTHORITY

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (A.R.S. § 41-3504(A (1))), including, the adoption of statewide technical, coordination, and security standards (A.R.S. § 41-3504(A (1(a)))).

2. PURPOSE

To identify the Business Continuity Planning (BCP) Guide as the statewide standard as published by the Division of Emergency Management under the Department of Emergency & Military Affairs (DEMA). The BCP Guide is a comprehensive Business Continuity Plan (BCP) and IT Disaster Recovery Plan (DRP) that addresses all physical and environmental hazards in addition to IT disruptions through preparedness, recovery, and emergency response activities for State Agencies, Boards, and Commissions in the event of unforeseen circumstances.

3. SCOPE

A budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending, or disbursing state funds or incurring obligations of the state including the Arizona board of regents but excluding the universities under the jurisdiction of the Arizona board of regents, and the legislative or judicial branches. A.R.S. § 41-3501(2).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

4. STANDARD

At the direction of the Department of Emergency and Military Affairs (DEMA) and the Government Information Technology Agency (GITA), all Budget Units shall develop, implement, maintain, and submit an annual Business Continuity Plan to the Arizona Division of Emergency Management on at least an annual basis.

The BCP guide provides instructions and format to assist Budget Units in developing their plans based on the following subject matter:

- Getting Started – Project Initiation & Mgmt (includes IT DRP summary)
- Threat Analysis
- Emergency Coordination
- Incident Management
- Business Continuity and Recovery
- Training Plans

- Exercise and Revise
- Maintenance and Continuous Improvement Plans
- Appendices A through F

Appendix – D of the BCP guideline contains additional IT DRP information on preventive controls, recovery strategies, hardware and software replacements, and IT incident/recovery teams.

The Business Continuity Plan Guide can be downloaded from the Division of Emergency Management's web site at www.dem.state.az.us. Budget Units can also request a BCP copy by calling (602) 267-2700, or by sending a FAX to (602) 267-2337.

State agencies, boards and commissions that have implemented an automated IT Disaster Recovery Planning system (i.e., Commercial Off the Shelf (COTS) or Government Off the Shelf (GOTS)) comply with the IT DRP requirements of the BCP plan and the Statewide Standard P800-S865 IT Disaster Recovery Planning.. COTS and/or GOTS system reports shall be incorporated in the agency's BCP plan to complete an overall comprehensive business continuity plan. All other agencies, boards, and commission without an automated IT DRP system (COTS or GOTS) shall comply with all requirements of this standard and BCP planning guide as published by DEMA.

5. **DEFINITIONS AND ABBREVIATIONS**

   Refer to the PSP Glossary of Terms located on the GITA website at http://www.azgita.gov/policies_standards/ for definitions and abbreviations.

6. **REFERENCES**

   6.1. A. R. S. § 41-1335 ((A (6 & 7))), "State Agency Information."
   6.2. A. R. S. § 41-1339 (A), "Depository of State Archives."
   6.3. A. R. S. § 41-1461, "Definitions."
   6.4. A. R. S. § 41-2501 et seq., "Arizona Procurement Codes, Applicability."
   6.5. A. R. S. § 41-3501, "Definitions."
   6.6. A. R. S. § 41-3504, "Powers and Duties of the Agency."
   6.7. A. R. S. § 41-3521, "Information Technology Authorization Committee; members; terms; duties; compensation; definition."
   6.8. A. R. S. § 44-7041, "Governmental Electronic Records."
   6.9. Arizona Administrative Code, Title 2, Chapter 10, "Department of Administration Risk Management Section."
   6.10. Arizona Administrative Code, Title 2, Chapter 18, "Government Information Technology Agency."
   6.11. Statewide Information Technology Policy P100.
   6.12. Statewide IT Security Policy P800.

7. **ATTACHMENTS**

   None.